

Private School Choice Program (PSCP)
Online Parent Application
2018-19 School Year

- The following slides show the screens within the Online Parent Application.
- The term “parent” in this presentation includes the parent or guardian who completes the application.

Login/Register Screens

Allows the parent to change their email address and/or password.

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Step 1: Sign In

If this is your first time at this web site, you will need to register by providing your email address and a password of your choosing.

Register

Returning Users

Email Address:

Password:

[Forgot your password?](#)

Sign In

Email Policy: The email address you provide will be used to send confirmations, communications regarding the completion of your application in this system, forgotten passwords, etc. It will be shared only with the schools you have applied to, and will not be shared with any other application either inside or outside the Department of Public Instruction.



For questions about this page, see [Questions on the Application Process](#)

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If the parent has **never** used the Online Parent Application to apply to the choice program, they must first “Register” to establish an email and password for the system.

If the parent has used the Online Parent Application before to apply to the choice program, enter the email and password previously set up and select “Sign In”



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Verifying Your Email Address



You need to verify your email address for the Private School Choice Program Online Application.



Go to the inbox for your email account for



Click the "Confirm Email Address" link in the email to confirm your email address.

We have sent a verification email to the address shown above. Click the "Confirm Email Address" link in the email to verify to the Department of Public Instruction that the email is correct and that you have access to it.

Troubleshooting Tips

1. **Email is not in mailbox:** Please note that it may take 5 minutes to 24 hours for the email to arrive. If you do not receive the email, please check your spam or junk folders for an email from **PrivateSchoolChoice@dpi.wi.gov** with a subject of "Verify your School Choice Program Email Address".
2. **Email address is incorrect as listed above:** Click on this link [Set Up New Logon Account](#) and create a new account using the correct email address.
3. **Need a new verification email:** Go to [the login page](#) for the parent application and enter your email and password and a new verification email will be generated.
4. **Clicking on link doesn't work:** Copy and paste the entire longer link found in the email (begins with [https://apps4.dpi.wi.gov/...](https://apps4.dpi.wi.gov/)) into your Internet browser.



For questions about this page, see [Questions on the Application Process](#)

- New and returning parents will have to verify their email address the first time they login.



Welcome to the Private School Choice Programs System

Confirm your email address to get started with the Online Parent Application System

[Confirm Email Address](#)

The email [redacted] was used to register for the Private School Choice Programs Online Application.

Click the above [Confirm Email Address](#) link or paste the following link in your Internet browser
<https://uaapps4.dpi.wi.gov/ChoiceParent/VerificationComplete.aspx?h=f6340dc8278111e147cc10f2c349be04e3abc323&i=ryne.franz@dpi.wi.gov>
to complete the process to verify this email address.

Help and Support

If you have questions about the Private School Choice Programs, please contact the school(s) you would like to apply to. A list of the schools participating in the program and their contact information is available at <http://dpi.wi.gov/choice> under "School Lists and Contact Information" and then choose the list that corresponds to your program.

If you have technical questions regarding using the online parent application, please [Contact Us](#).

- An email will be sent to the registered email address. Click “Confirm Email Address” to continue with the application.

Private School Choice Programs Application for 2018-2019

Your Email Address Has Been Verified

Your email address of **ryne.franz@dpi.wi.gov** has successfully been verified!

Click here to enter your email and password and continue with the application process.

Click to here to login and complete the application

For questions about this page, see [Questions on the Application Process](#)

- After clicking “Confirm Email Address” this screen will appear in a new window.



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Review Login Data

Please review your sign-in data. If all is correct, click on Continue to enter the application.

Email Address:

[Change Email Address](#)

[Change Password](#)

Continue

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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After logging in, the parent will be given an option to change their email address and/or password. If they do not wish to change them, press "Continue"

Student Residence Screens

1. Select the student's geographic area in Wisconsin
2. Enter the address and school district where the student lives.



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Address and School District

There are 3 different programs in the Private School Choice Programs, each with different requirements and income limits. The program you may participate in is dependent on your geographic area.

Students Geographic Area

Check one of the options below indicating where your students reside:

- ☐ Students live in the city of Milwaukee
- ☐ Students live in the Racine Unified School District
- ☐ Students live in Wisconsin but outside the city of Milwaukee and the Racine Unified School District

Current Address of Students

Please enter the **address of the students** that will be applying. This address cannot be a P.O. Box or mailing address if different than your street address.

Street Address:

City:

State: Zip:

School District of Students

Select the public school district where your students reside that will be applying. BE AWARE that school district boundaries are not the same as town, village, city or county boundaries.

If you are unsure of the school district for the home where your students live is located, **DO NOT GUESS**.

- Contact the municipal clerk (e.g. city hall), then confirm with a phone call to the school district, or
- Look on your property tax bill if you own your home - the name of the school district will be listed there.

School District:

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[Continue](#)

[Exit](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

Select
geographic area
where student
lives.

Enter the
student's
address,
including city,
state and zip
code.

Then, from the
drop-down list,
select the school
district for that
address. Then
select
"Continue."

Based on the school district entered in the prior screen, the system will determine the program for which the student is eligible to apply—Milwaukee (MPCP), Wisconsin (WPCP) or the Racine (RPCP). When the parent selects “Add a school” it will show the schools participating in the program to which they may apply.



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Choose Schools in the Wisconsin Parental Choice Program

Based on your school district, you may participate in the **Wisconsin Parental Choice Program (WPCP)**.

Please enter all schools that any of your children are applying to in the WPCP application period. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the "Add Another School" button to add to the list.

No schools have been chosen yet - please click on **Add a School** below.

Add a School

Back

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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A parent may select as many schools as they wish to apply to. Only schools that have registered to participate in the choice program are listed. Their contact information and the grade levels offered are also provided.



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Select School(s)

Based on your school district, the program you may participate in is the **Wisconsin Parental Choice Program (WPCP)**.

The following **222** schools are participating in the program and are currently accepting applications for the **WPCP 2018** open application period.

If you do not see a school listed here, please see '**WPCP 2018-19 Schools**' under 'School Lists and Contact Information' at <http://dpi.wi.gov/choice> for a list of schools participating and application periods. Please contact the school directly with any questions. If a school is not included on that list, it does not participate in the **WPCP** program.

Check every school that will have a student applying to it, then click the Save button at the bottom of the page:

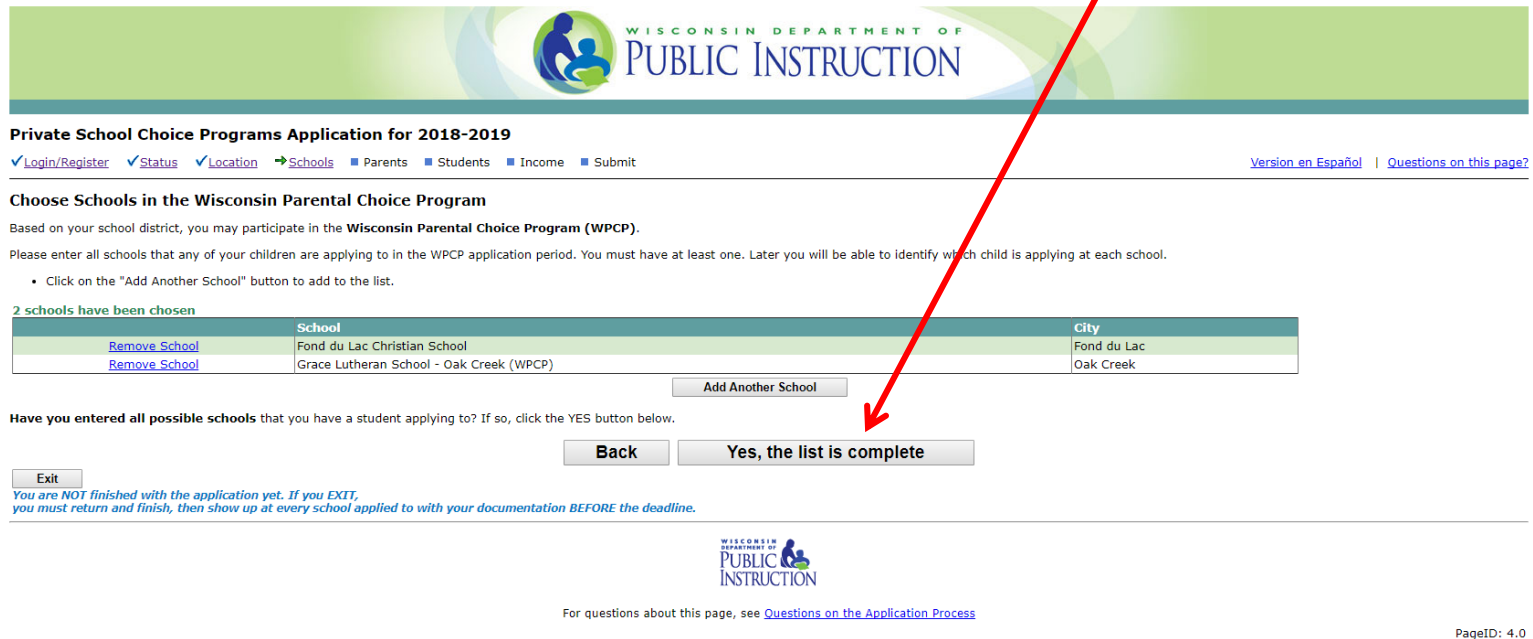
- | | | |
|--|--|---|
| <input type="checkbox"/> Academy of Excellence
Grades: K4-12
1236 West Pierce Street
Milwaukee, WI 53204
(414) 369-2193 | <input type="checkbox"/> McDonnell Area Catholic Schools
Grades: KG-12
(715) 723-0538
<i>System With more than 1 school</i>
Click To see all associated schools | <input type="checkbox"/> Saint Lucas Lutheran School
Grades: K4-08
648 East Dover Street
Milwaukee, WI 53207
(414) 483-8000 |
| <input type="checkbox"/> Aquinas Catholic Schools
Grades: K4-12
(608) 784-8585
<i>System With more than 1 school</i>
Click To see all associated schools | <input type="checkbox"/> Milwaukee Lutheran High School
Grades: 08-12
9700 West Grantosa Drive
Milwaukee, WI 53222
(414) 461-6000 | <input type="checkbox"/> Saint Mark Lutheran School
Grades: KG-08
1167 Kenwood Street
Green Bay, WI 54304
(920) 494-9113 |
| <input type="checkbox"/> Assumption Catholic Schools
Grades: KG-12
(715) 422-0900
<i>System With more than 1 school</i>
Click To see all associated schools | <input type="checkbox"/> Milwaukee Seventh Day Adventist School
Grades: K4-10
10900 West Mill Road
Milwaukee, WI 53225
(414) 353-3520 | <input type="checkbox"/> Saint Martin Lutheran School
Grades: KG-08
100 South Clinton Avenue
Clintonville, WI 54929
(715) 823-6538 |
| <input type="checkbox"/> Assumption of the Blessed Virgin Mary School
Grades: K4-05
109 East Pulaski Street
Pulaski, WI 54162
(920) 822-5650 | <input type="checkbox"/> Morning Star Lutheran School
Grades: K4-08
N171W20131 Highland Rd.
Jackson, WI 53037
(262) 677-9196 | <input type="checkbox"/> Saint Martin of Tours Parish School
Grades: K4-08
7933 S 116th Street
Franklin, WI 53132
(414) 425-9200 |
| <input type="checkbox"/> Atonement Lutheran School
Grades: K4-08
4224 West Ruby Avenue
Milwaukee, WI 53209
(414) 871-1224 | <input type="checkbox"/> Mount Olive Lutheran School
Grades: K4-05
5301 West Washington Boulevard
Milwaukee, WI 53208
(414) 774-2200 | <input type="checkbox"/> Saint Mary Catholic Schools - Neenah
Grades: KG-12
(920) 722-7796
<i>System With more than 1 school</i>
Click To see all associated schools |

Use the right side "SCROLL" option to move down the page. Once the parent has selected all the schools the parent wishes to apply to, the parent should select "SAVE" at the bottom of the list.

grades,



The system will show a summary of the schools the parent has selected.
If the list is complete, select “Yes, the list is complete.”



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Choose Schools in the Wisconsin Parental Choice Program

Based on your school district, you may participate in the **Wisconsin Parental Choice Program (WPCP)**.

Please enter all schools that any of your children are applying to in the WPCP application period. You must have at least one. Later you will be able to identify which child is applying at each school.

- Click on the "Add Another School" button to add to the list.

2 schools have been chosen


	School	City
Remove School	Fond du Lac Christian School	Fond du Lac
Remove School	Grace Lutheran School - Oak Creek (WPCP)	Oak Creek

[Add Another School](#)

Have you entered all possible schools that you have a student applying to? If so, click the YES button below.

[Exit](#) [Back](#) [Yes, the list is complete](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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Parent Screens

- 1) Provide parent names, and answer if the adult(s) listed resides at the address entered earlier.
- 2) Provide telephone contact information.



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Parent/Legal Guardian Names

Please use LEGAL names only - no nicknames. These names will need to exactly match the names on the residency and income documentation you provide the school(s) you are applying to.

All parents and legal guardians who are residing in the applicant(s) household must be included. A parent means a biological parent, a parent by adoption, or a step-parent that resides at the same address as the student applicant.

First Parent/Legal Guardian

First name:
Middle Initial:
Last Name:
Suffix:

☐ Yes Does the above person reside
☐ No at 1234 Main St
Green Bay, WI?

☐ Yes Is the above person also
☒ No one of the students
applying? (age 18 or older)

Second Parent/Legal Guardian

First name:
Middle Initial:
Last Name:
Suffix:

☐ Yes Does the above person reside
☐ No at 1234 Main St
Green Bay, WI?

☐ Yes Is the above person also
☐ No one of the students
applying? (age 18 or older)

Contact Numbers

Include area code. At least one phone is required.

Home Phone:
Work phone:
Cell phone:

☒ Apply standard capitalization to names (or leave unchecked to use names exactly as shown above)

Back

Continue

Exit

*You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*



For questions about this page, see [Questions on the Application Process](#)

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Student Screens

- 1) Identify students who applying to the choice program.
- 2) Provide the required information for the students.

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Student Information

Please enter the **legal name** of the student below - **no nicknames** please.

First Name: <input type="text"/>	Middle Initial: <input type="text"/>	Gender: <input type="radio"/> Male <input type="radio"/> Female
Last Name: <input type="text"/>	Suffix: <input type="text"/>	Date of Birth: <input type="text"/> mm/dd/yyyy
<input checked="" type="checkbox"/> Apply standard capitalization to names (or leave unchecked to use names exactly as shown above)		Grade for 2018-19: <input type="text"/>
		Is this student in foster or kinship care? <input type="radio"/> Yes <input type="radio"/> No

Ethnicity

Check One: ☐ Hispanic or Latino
☐ Not Hispanic or Latino

Race

Check all that apply: ☐ American Indian or Alaskan Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White

Cancel

Continue

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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- 1) Enter the name of the student applying to the choice program.
- 2) Select student gender.
- 3) Enter student birth date in the format indicated.
- 4) Select the grade the student will be entering.
- 5) Identify if the student is in foster or kinship care.
- 6) Enter Ethnicity/Race and then select "Continue."

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Schools that Lisa Rodgers is Applying To

Please check the box in front of each school this student is applying to.

If there is more than one school listed, please indicate the preference for each school, with 1 being the highest preference, 2 being the 2nd preference, et cetera.

- ☐ Fond du Lac Christian School - Grade 01 School Preference:
720 Rienzi Road
Fond du Lac, WI 54935
- ☐ Grace Lutheran School - Oak Creek (WPCP) - Grade 01 School Preference:
8537 S. Pennsylvania Ave.
Oak Creek, WI 53154

* Students are not required to meet the application grade or prior year requirements when applying to schools marked with * asterisk/star.

School not listed? [Click here](#)

Cancel

Continue

Exit

You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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- The parent must select the schools they would like each child to apply to.
- If applying to multiple WPCP schools, a preference must be assigned for each school.

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Prior Year Attendance of *Fasd S Sdf*

Where did the student attend school in the **2017-18** school year?

- ☒ Public school in a Wisconsin school district:
District Name:
School Name:
- ☐ Home-based education (i.e. homeschooled) during the entire school year
- ☐ Private school in Wisconsin:
- ☐ School in another state
- ☐ Not enrolled in school during the entire school year

Cancel

Continue

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

- A parent will have to select the prior year attendance for the student, and then select “Continue”



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All Children Applying to the Wisconsin Parental Choice Program

Please enter all children that are applying to the Wisconsin Parental Choice Program who reside at 1234 Main St in Green Bay and for whom Sam Rodgers is the parent or legal guardian. Click on the "Add" button to add to the list.

Note: all names should be the **legal name** of the child - **no nicknames**, please.

	Name	Date of Birth	Grade Applying To	Schools Applying To	Prior Year Attendance	Student Status	In Foster or Kinship Care
Remove	Edit Lisa Rodgers	09/02/2011	01	Fond du Lac Christian School Grace Lutheran School - Oak Creek (WPCP)	From out of state	New to WPCP	No

If any of the information above is incorrect:

- Click on the [Edit](#) link to select schools, change the name, date of birth, grade, gender, race, or attendance information about the child.
- Click on the [Remove](#) link to completely remove the student's application to the Wisconsin Parental Choice Program for the **2018-2019** school year.

[Add Another Child](#)

Have you entered all children that are applying for the WPCP? If so, click the YES button below.

[Back](#)

[Yes, the list is complete](#)

[Exit](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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- To add another student application, select "Add Another Child"
- If no other children are applying select "Yes, the list is complete"

Income Verification Screens

- 1) Identifies if a family is required to provide income documentation.

If Required to Provide Income Documentation:

- 2) If more than one adult is listed on the application, the marriage status must be answered.
- 3) Identify if there are other family members that should be listed.
- 4) Identify if they would like to use the DOR or the DPI method to determine income.
- 5) If the DPI method is used, the parent must:
 - a) Indicate if a 2017 1040 was filed.
 - b) If no 2017 1040 was filed, the parent must indicate what income and/or government assistance they received in 2017.
 - c) If the parent filed a 1040 or had income, they must provide information on how much income they received and, in some cases, additional information on the income.
 - d) If none of the parents had income, an explanation of how basic needs (food, clothing, and shelter) were provided is required.

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Need for Income-Related Data

Since you have students that are either **new applicants** to the Choice program, or were **not on the waiting list** for the **same** Choice program last year, **you will need to provide income related information** to determine if you are income-eligible for the Choice program.

Please click on the Continue button below to get started.

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[Continue](#)

[Exit](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



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- If all pupils on the application were continuing or on the waiting list in the choice program, this screen will indicate no proof of income is required.

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Family Members

We need to collect some information about the members of your family and marriage status. Enrollment in the Wisconsin Parental Choice Program (WPCP) is based on income eligibility, and the level of income used in the determination is dependent upon the size of the family.

The list has been pre-populated with parent/guardians and the students that are applying. Please be sure to add any other children below who reside at 1234 Main St, Green Bay, who share at least one parent with the student applicant by birth, adoption, or by a parent's current marriage by selecting the Add Another Family Member button.

2 People Currently Listed as Family Members

[Add Another Family Member](#)

Family Member Name	
Sam Rodgers	Parent/Legal Guardian
Lisa Rodgers	Applying for voucher

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[Continue](#)

[Exit](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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- This screen allows a parent to add other family members.
 - *A family is a group of two or more people who reside together as part of the same household and who are related by birth, marriage, or adoption. Family size includes parents/guardians, student applicant, and other children who share at least one parent by birth, adoption or by a parent's current marriage.*
- If there are no other family members residing at the same address, select "Continue."

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Income Determination Method

Which method do you want to use to determine income eligibility?

☐ Department of Revenue (DOR)
 ☐ Department of Public Instruction (DPI)

• Department of Revenue (DOR) Process

- Parents provide their social security numbers or tax ID numbers in this application, or may choose to wait and provide them to the school instead.
- For an immediate answer, you may choose to electronically submit your SSN or tax ID numbers to DOR to determine income eligibility for the program right in this program, or wait until you arrive at the school and ask them to submit the data for you.
- You will not need to enter any income information into this online application.
- If DOR records exist, you will not need to take income documentation to the school.
- See question 8 in the [Income FAQs](#) for information on when you will and will not be able to use this method.

• Department of Public Instruction (DPI) Process

- You enter your family's 2017 income information into this online application.
- You provide supporting documentation (such as your tax returns) to the school.
- The school will verify that you are income eligible for the program.
- [Click here for more information.](#)

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Continue

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

- This screen allows a parent to select if they would like to use DOR or DPI method for verifying family income.

DOR Method

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

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Wisconsin Department of Revenue (DOR) Income Verification

Please see the [Income FAQ](#) for information on how the DOR determines income eligibility.


You have indicated that you would like DOR to verify your income eligibility for the Choice program. In order to get the best outcome, please review the following information:

- The DOR may use your 2017 **OR** 2016 Wisconsin Income Tax Return for the income determination and will not indicate which year is used.
If the adjusted gross income on your 2016 tax return is more than the maximum income limit amount, you should consider using the DPI Income Determination Method.
- The DOR will include all income on your Wisconsin Income Tax Return.
If you filed a joint return with another person who is not on this application, you should consider using the DPI Income Determination Method.

Please answer the following questions:

1. Is your adjusted gross income on your **2016** Wisconsin Income Tax Return **less than or equal to** the maximum income limit amount of **35,728.00**?
Note: The adjusted gross income is on line 37 of the 1040 Federal Tax Return and on line 4 of the 1040EZ Federal Tax Return.
☐ Yes ☐ No ☐ Don't Know
2. Did you file a joint tax return for 2017 **OR** 2016?
☐ Yes ☐ No
3. I understand that if the DOR determines that I do not meet the income eligibility requirements for the Choice program, **new student(s) on this application will not be eligible to participate in the Choice program at any Choice school(s)** for the entire 2018-19 school year. Note: If you have continuing students on this application, you will be able to proceed with the application process for the continuing students.
☐ Yes ☐ No
4. I understand that if the DOR determines that I do not meet the income eligibility requirements for the Choice program, I **will not** be able to appeal the determination.
☐ Yes ☐ No

*You have changed the data since you last sent it to DPI on 1/18/2018 8:58:08 AM.
If you exit now, you will need to return, go through all pages,
then click the Send Updates To DPI button at the end.*

WISCONSIN
DEPARTMENT OF
PUBLIC
INSTRUCTION

For questions about this page, see [Questions on the Application Process](#)

- To use the DOR method, parent must answer yes or no to questions related to tax returns.
- Note that the DOR method is final. If found ineligible the student will not qualify for the 2018-19 school year.

DOR Method



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*** Please read the message below**

Wisconsin Department of Revenue (DOR) Income Verification

Please see the [Income FAQ](#) for information on how the DOR determines income eligibility.

Based on your responses, you should consider switching to the DPI Income Determination Method.

[Click here](#) to return to the Income Determination Method page and select the DPI Income Determination Method to proceed with this application.

You have indicated that you would like DOR to verify your income eligibility for the Choice program. To help you decide whether you should use the DOR Income Determination Method, please review the following information:

- The DOR may use your 2017 **OR** 2016 Wisconsin Income Tax Return(s) for the income determination and will not indicate which year is used.
If the adjusted gross income on your 2016 tax return is more than the maximum income limit amount, you should consider using the DPI Income Determination Method.
- The DOR will include all income on your Wisconsin Income Tax Return(s).
If Sam Rodgers or Ruth Rodgers filed a joint return with another person who is not on this application, you should consider using the DPI Income Determination Method.

Please answer the following questions:

1. Is your adjusted gross income for Sam Rodgers and Ruth Rodgers on the **2016** (not 2017) Wisconsin Income Tax Return(s), minus the \$7,000 marriage benefit adjustment, **less than or equal to** the maximum income limit amount of **61,260.00**?

Note: The adjusted gross income is on line 37 of the 1040 Federal Tax Return and on line 4 of the 1040EZ Federal Tax Return.

☐ Yes ☒ No ☐ Don't Know

2. Did Sam Rodgers file a joint tax return for 2017 **OR** 2016 with anyone other than Ruth Rodgers?

☐ Yes ☒ No

3. Did Ruth Rodgers file a joint tax return for 2017 **OR** 2016 with anyone other than Sam Rodgers?

☒ Yes ☐ No

4. I understand that if the DOR determines that we do not meet the income eligibility requirements for the Choice program, **new student(s) on this application will not be eligible to participate in the Choice program at any Choice school(s)** for the entire 2018-19 school year. Note: if you also have continuing students on this application, you will be able to proceed with the application process for the continuing students.

☒ Yes ☐ No

5. I understand that if the DOR determines that we do not meet the income eligibility requirements for the Choice program, we **will not** be able to appeal the determination.

☒ Yes ☐ No

[Back](#)

[Continue](#)

[Exit](#)

- To use the DOR method, parent must also select the box indicating they understand how the DOR process works, and then select "Continue"
- Depending on the parent's responses, a parent may receive the message "you should consider switching to the DPI income determination method"

DOR Method

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Enter Social Security or Taxpayer ID Numbers


You have indicated that you would like the DOR to check to see if they have records for income eligibility.

1. Check to be sure that the first and last names of the parents match EXACTLY what was used when your taxes were filed. If the names are incorrect, click on [Parent/Legal Guardian Names](#), and change the parent names to match the tax returns.
2. Enter the Social Security or Taxpayer ID number for each parent listed below, and check the "I'm not a robot" box below.

Enter Social Security Number or Taxpayer ID for **Sam Rodgers**:

Enter Social Security Number or Taxpayer ID for **Ruth Rodgers**:

You indicated that the marital status of **Sam and Ruth** is: **Married to each other**

☐ I'm not a robot 

For testing: choose which result you want:

☒ Records found
☐ NO Records found
☐ Use real DOR results

Click the box next to "I'm not a robot"

Enter the Social Security Number for each Parent/Guardian

Back Continue

- If the parent decides to use the DOR method, the following information must be completed

DOR Method

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Results of DOR Records Check

You have indicated that you would like the Wisconsin DOR to check to see if they have records for income eligibility, and **DOR does have records**.

*Explanation: DOR has checked their records using the names and SSN/Taxpayer IDs provided on the previous page, and they do have records for an income eligibility determination. However, this is **not a guarantee** that the family will be found eligible - only that DOR has records to make a determination. Your family may still be found ineligible. You are not committed to using the DOR method. Please indicate your choice below.*

Do you want to continue and let DOR determine income eligibility?

- ☐ Yes, immediately run the DOR eligibility determination (Warning: results will be final)
- ☐ Yes, continue, BUT defer the final DOR eligibility determination until I reach the school(s) with my other documentation
- ☐ No, switch my choice of methods to the DPI method, and I will enter the family income on the next pages, and will take the supporting documents to the school for review

Callout boxes and arrows:

- DOR will immediately check eligibility, RESULTS ARE FINAL** (points to the first radio button)
- Wait and have the school complete the DOR method.** (points to the second radio button)
- Switch to DPI method** (points to the third radio button)

Buttons: Exit, Back, Continue

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

- If DOR has records, the parent will be asked to select one of the following choices:
 1. Run the DOR method
 2. Wait and have school run DOR method
 3. Switch to the DPI method

DPI Method-1040 Filed Question



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Income Documentation

We need to collect information regarding your income. It would be helpful if you collect the documents before proceeding, as you will need to enter amounts from those documents in this application. As well, you will need to take those documents directly to each school applied to as proof of income eligibility, and they will need to match the information that you enter here.

The Federal 1040 income form questions below include the 1040, the 1040A, and the 1040EZ forms. If you did not file any of those forms, answer 'No' to the 1040 questions. Future pages will ask for other income documentation.

Did **Sam Rodgers** file a 2017 Federal 1040 income form with the IRS? ☐ Yes ☐ No

Back

Continue

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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- If the parent does not use DOR, they will go to the above screen (DPI method).

DPI Method-No 1040 Filed



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Enter Income Sources

You stated that **Sam Rodgers** did not file a Federal 1040 for 2017.
Please check all sources of their income in 2017:

- ☐ Compensation reported on a W2 Wage and Tax Statement
- ☐ Compensation reported on final, December 2017 earning statement
- ☐ Income reported on a 1099 tax form other than Social Security benefits
- ☐ Social Security benefits
- ☐ Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
- ☐ Other income not listed above
(other income does not include the government sources of assistance listed below)
- ☐ FoodShare
- ☐ Housing Assistance
- ☐ Supplemental Security Income (SSI)
- ☐ Wisconsin Works (W2)
- ☐ Other government assistance (example: child support payments)
- ☐ No Income / None of the above

[Exit](#) [Back](#) [Continue](#)


You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

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- If no 1040 is available, the parent must identify all sources of income and government assistance obtained in 2017.

DPI Method- Entering Income Amounts



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Enter Income Amounts

Please note that dollar amounts, where asked for, **must match** the paper documentation that you take to the schools.

Income for Sam Rodgers

You stated that Sam Rodgers filed an individual Federal 1040 tax return for 2017.


Enter the Adjusted Gross Income (AGI) on the **Federal 1040 income tax return** for 2017:

AGI for Sam Rodgers:

Adjusted Gross Income (AGI) can be found on the following lines of the various Federal 1040 income tax returns:

- Line 37 of the Federal 1040 form
- Line 21 of the Federal 1040A form
- Line 4 of the Federal 1040EZ form

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

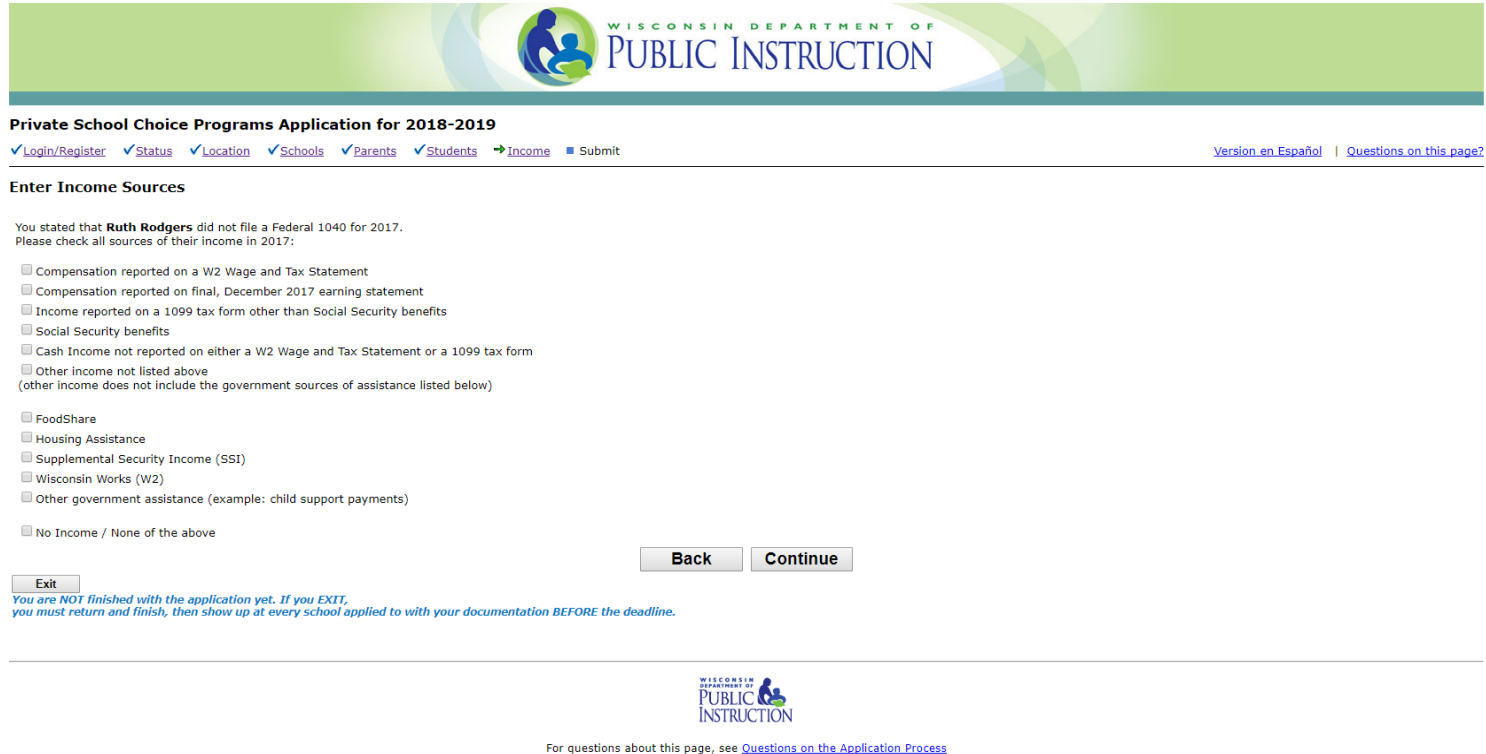


For questions about this page, see [Questions on the Application Process](#)

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- If the parents filed a 1040, they will see this screen, and should input the information accordingly.

DPI Method- Entering Income Amounts



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Enter Income Sources

You stated that **Ruth Rodgers** did not file a Federal 1040 for 2017.
Please check all sources of their income in 2017:

- ☐ Compensation reported on a W2 Wage and Tax Statement
- ☐ Compensation reported on final, December 2017 earning statement
- ☐ Income reported on a 1099 tax form other than Social Security benefits
- ☐ Social Security benefits
- ☐ Cash Income not reported on either a W2 Wage and Tax Statement or a 1099 tax form
- ☐ Other income not listed above
(other income does not include the government sources of assistance listed below)
- ☐ FoodShare
- ☐ Housing Assistance
- ☐ Supplemental Security Income (SSI)
- ☐ Wisconsin Works (W2)
- ☐ Other government assistance (example: child support payments)
- ☐ No Income / None of the above

[Exit](#) [Back](#) [Continue](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

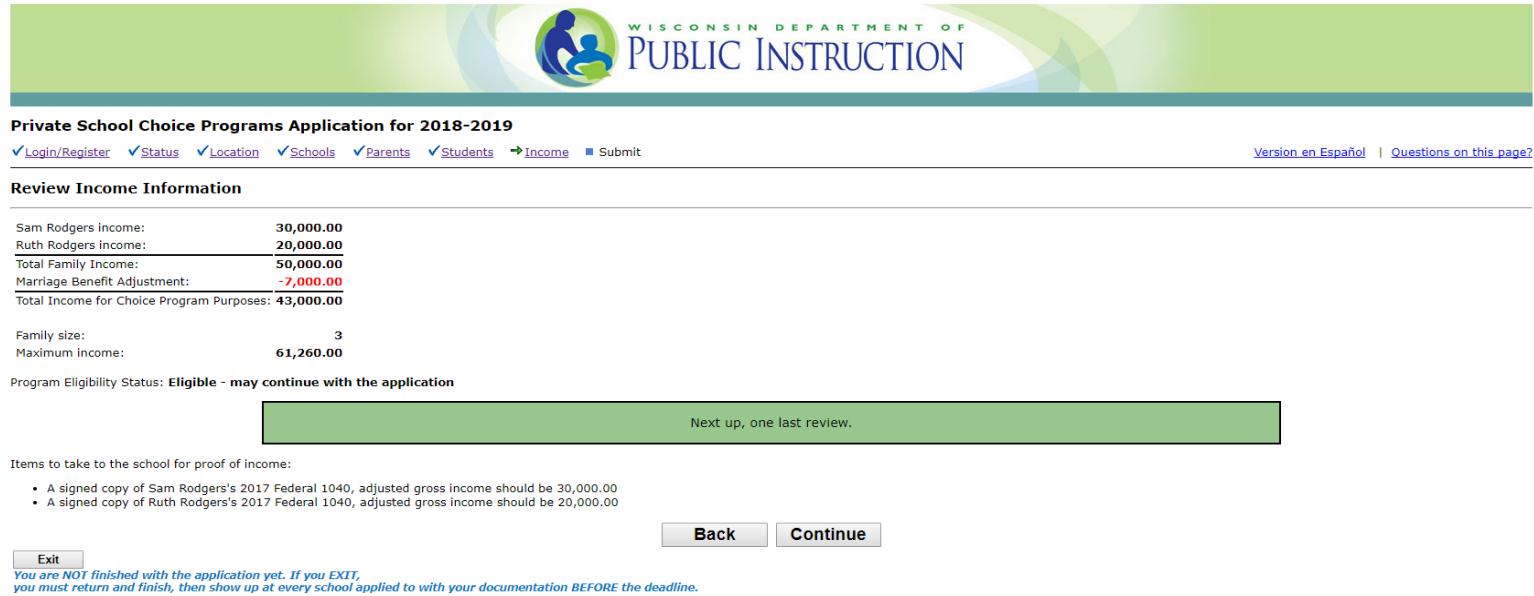
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- If one parent has a 1040 (or other income) and the other parent does not have income, the screen will look like the above.

DPI Method-Review Income Information



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Review Income Information

Sam Rodgers Income:	30,000.00
Ruth Rodgers Income:	20,000.00
Total Family Income:	50,000.00
Marriage Benefit Adjustment:	-7,000.00
Total Income for Choice Program Purposes:	43,000.00

Family size: 3
Maximum income: 61,260.00

Program Eligibility Status: **Eligible - may continue with the application**

Next up, one last review.

Items to take to the school for proof of income:

- A signed copy of Sam Rodgers's 2017 Federal 1040, adjusted gross income should be 30,000.00
- A signed copy of Ruth Rodgers's 2017 Federal 1040, adjusted gross income should be 20,000.00

[Exit](#) [Back](#) [Continue](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

- If the parents are married, a “Marriage Benefit Adjustment” of \$7,000 will show up that decreases “Total Family Income”. The “Total Income for Choice Program Purposes” will be the net amount.

DPI Method-Government Assistance

- If the family only identifies government assistance, an explanation of how basic needs were supplied in 2017 is required. The following are the government assistance categories:

- ☐ FoodShare
- ☐ Housing Assistance
- ☐ Supplemental Security Income (SSI)
- ☐ Wisconsin Works (W2)
- ☐ Other assistance (example: child support payments)

DPI Method-Basic Needs Explanation



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No Family Income

You indicated that there were no other sources of income in 2017 that are considered income for Choice Program purposes.

Please complete ALL of the boxes below explaining the source of money for food, clothing, and shelter. If food, clothing, or shelter were provided by a person or organization, explain what each person/organization provided. The explanation must include any government assistance programs that were used. These government assistance programs must also have been selected on the previous page.

Briefly describe how **food** was provided in 2017:

Briefly describe how **clothing** was provided in 2017:

Briefly describe how **shelter** was provided in 2017:

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[Continue](#)

[Exit](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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- If no income is identified, an explanation of how basic needs were supplied in 2017 is required.

DPI Method-Review without Income

The screenshot shows the 'Review Income Information' screen of the Wisconsin Department of Public Instruction's Private School Choice Programs Application for 2018-2019. The header includes the DPI logo and navigation links. The main content area displays income information for Sam and Ruth Rodgers, showing a total family income of 0.00 and a marriage benefit adjustment of -7,000.00, resulting in a total income for choice program purposes of -7,000.00. The family size is 3, and the maximum income is 61,260.00. The program eligibility status is 'Eligible - may continue with the application'. A green box indicates 'Next up, one last review.' Below this, a list of items to bring to school for proof of income is shown, with a red arrow pointing from a callout box to the list. The callout box states 'Items required to bring to school to prove income.' The list includes documents showing participation in the FoodShare program and receipt of Supplemental Security Income (SSI) in 2017. Navigation buttons for 'Exit', 'Back', and 'Continue' are present.

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Review Income Information

Sam Rodgers income:	0.00
Ruth Rodgers income:	0.00
Total Family Income:	0.00
Marriage Benefit Adjustment:	-7,000.00
Total Income for Choice Program Purposes:	-7,000.00

Family size: 3
Maximum income: 61,260.00

Program Eligibility Status: **Eligible - may continue with the application**

Next up, one last review.

Items to take to the school for proof of income:

- A copy of documents that show Sam Rodgers participated in the FoodShare program in 2017
- A copy of documents that show Ruth Rodgers received Supplemental Security Income (SSI) in 2017

[Exit](#) [Back](#) [Continue](#)

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.

Items required to bring to school to prove income.

- The “Review Income Information” screen will look like the above if no income is identified. It will indicate the family must bring support for any government assistance they identified.

Submission Screens

- 1) Includes a review screen with application data entered.
- 2) The parent submits the application to the school.

Review Screen-Page 1



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Final Review

Almost Complete - Review Your Information Before Submission

If everything is correct, you must click the "Yes, all information is correct" button at the **bottom of the page** to move on to the final step.

Parents / Legal Guardians

Parent/Legal Guardian: Rodgers, Sam
Street Address: 1234 Main St
Green Bay, WI 53532
Phone: (608) 525-6903 (home)
Email: ryne.franz@dpi.wi.gov
School District: Green Bay Area Public

Income Summary

You chose to have income eligibility determined using the Wisconsin Department of Public Instruction (DPI) method.

The family size used in determining income eligibility is **2**.
Included in the family are *Lisa Rodgers, Sam Rodgers*.

You entered the following as sources of income: Sam Rodgers filed a Federal 1040, with an adjusted gross income of **20,000.00**

Applications for Rodgers, Lisa

Student Name: Rodgers, Lisa
DOB / Gender: 09/02/2011, Female
Age on 9/1/2018: 6 years old
Grade for 2018-2019: 1st Grade
Ethnicity/Race:
Foster/Kinship Care: No
Program Status: New to WPCP
Prior Year Attendance: School in another state

Review Screen-Page 2

Applying To:

Preference: 1st Choice
School: Grace Lutheran School - Oak Creek (WPCP)
Location: 8537 S. Pennsylvania Ave., Oak Creek, WI 53154

Preference: 2nd Choice
School: Fond du Lac Christian School
Location: 720 Rienzi Road, Fond du Lac, WI 54935

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Click the Back button below if you need to return to correct any data.

Back

Yes, all information is correct

Exit

*You are NOT finished with the application yet. If you EXIT,
you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.*



For questions about this page, see [Questions on the Application Process](#)

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Submit All Applications

One last step and you will have completed the Private School Choice Programs on-line portion of the application process.

Remember, prior to the end of the open application period, you must still go to the school(s) you applied to and provide the required supporting documentation. The school(s) to which you applied will verify that you meet the residency requirements. Additionally they will also verify that you meet the income requirements, if applicable.

Electronic Signature for:

- Lisa Rodgers

☐ By checking this box, I agree that all of the information in this application is true and correct. I understand that any of the information on this application or related to this application, including any income or residency documentation provided, may be subject to further review and verification by school and/or state officials. I further agree that I am the parent or legal guardian of the children listed above or I am the student age 18 or older.

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Submit Applications

Exit

You are NOT finished with the application yet. If you EXIT, you must return and finish, then show up at every school applied to with your documentation BEFORE the deadline.



For questions about this page, see [Questions on the Application Process](#)

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Parent must check the box before hitting the “Submit Applications” button.

Confirmation Screen

- 1) Confirmation that the school(s) received the application.
- 2) Indicates what document(s) the parent must provide to the school(s).

Confirmation Screen-Page 1



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Private School Choice Programs Application for 2018-2019

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What To Do Next

1. [Print this page.](#)
2. An application for the following student has been submitted: (confirmation number: 86691)
 - **Lisa Rodgers** applied for grade 01 at Fond du Lac Christian School and Grace Lutheran School - Oak Creek (WPCP)

School Applied To and Contact Information	Dates That You Must Bring Documentation to the School	Residency Documentation Must be Dated Between the Following Dates
Fond du Lac Christian School 720 Rienzi Road Fond du Lac, WI 54935 (920) 924-2177	January 18, 2018 - April 20, 2018	October 01, 2017 - April 20, 2018
Grace Lutheran School - Oak Creek (WPCP) 8537 S. Pennsylvania Ave. Oak Creek, WI 53154 (414) 762-3655	January 18, 2018 - April 20, 2018	October 01, 2017 - April 20, 2018

NOTE: If the documentation listed below is not provided to any schools you are applying to during the dates specified above, the applications for any school(s) that you did not provide documentation to will be ineligible.

3. In order to complete the application process, you must bring the following document(s) to each school by the last date shown above. **If the documentation listed below is not provided or provided after the last date shown above, the application is not eligible.**

Required Income Documentation (ALL of the following):

1. A signed copy of Sam Rodgers's 2017 Federal 1040

Required Residency Documentation (ONE of the following):

One of the documents below must be provided that includes the **name of one of the parents/legal guardians on the application and the address on the application**. The list below includes all acceptable forms of residency documentation. Only the items on this list may be used as residency documentation.

1. **Wage statement or W2 year-end earnings statement.**
2. **Water, sewer, gas, electric, cable, satellite, or landline phone bill.** Cell phone bills are NOT acceptable.
3. **Letter from the water, sewer, gas, electric, cable, satellite, or landline phone utility, regarding these utility services at the address on the application.** This letter must have been sent to the address on the application. Examples of this letter include a letter from the utility company establishing service at the new address or a past due letter sent to address on the application for service at that address.

Confirmation Screen-Page 2

4. **Governmental correspondence.** Examples include a property tax bill, Supplemental Security Income "SSI", Wisconsin Works "W2", FoodShare, United States Postal Service, or Housing Assistance letter. Printed statements from Access.gov can be used as residency support if the statement is during the required period.
5. **Lease agreement with a term that includes the date the parent applies to the school** (must be complete and legible) that is in the name of one of the parents/legal guardians at the address on the student application. Expired leases are NOT acceptable. If a month-to-month lease is used, the beginning month must be between the dates in the 3rd column above labeled "Residency Documentation Must be Dated Between the Following Dates". Rent receipts are NOT an allowed residency document.
6. **Homeless individuals** may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization's letterhead from a shelter for the homeless or from a private or public organization providing services for homeless individuals signed and dated within the required time period by a representative of the organization.
7. Properly completed **Alternative Residency Verification form** (Form PI-PCP-51) only for situations where: (a) the student is not living with one of his or her parents or legal guardians; or (b) one of the parents/ legal guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents in 1 through 5 above for the family. The Alternative Residency Verification form is available at <http://dpi.wi.gov/choice> under 'Residency Information'.

Please do not also send in a paper application to the school offices - your application has already been entered.

4. If you need to make a change:

- Use your email address and password to return to this application process.
- You **MUST** go through all pages and resubmit your application for the schools to get an updated copy of your data.
- Any corrections must be completed and submitted before the end of last day of the enrollment period.

5. We suggest you then **close this browser window** for security purposes.

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Close this Window



For questions about this page, see [Questions on the Application Process](#)

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Questions?

If you have questions about the Private School Choice Programs, please contact the schools you would like to apply to. A list of the schools participating in the program and their contact information is available at <http://dpi.wi.gov/sms/choice-programs/student-applications> under "School Lists and Contact Information" and then choose the list that corresponds to your program.

If you have technical questions regarding using the online parent application, please email PrivateSchoolChoice@dpi.wi.gov.